



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
US ARMY RESOURCES AND PROGRAMS AGENCY
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WASHINGTON DC 20310-0105



March 17, 2003

HUMAN RESOURCE
MANAGEMENT DIRECTORATE

JDRP-HRP

MEMORANDUM FOR Managers in Activities Serviced by Human Resource
Management Directorate, HQDA Civilian Personnel Advisory Center (CPAC)

SUBJECT: Procedures for Requesting Advanced In-Hire Rates for New Employees

1. The use of advanced in-hire rates is a valuable tool management has in recruiting superior candidates into the Federal government. Advanced-in-hiring rates are limited to new appointments and reappointments generally after a break in Federal service of at least 90 days. Normally, when a person is first appointed to a Federal civilian position, his/her salary is set at the minimum rate of pay for the grade at which hired, i.e., the step 1. Setting pay using an advanced in-hire rate is an incentive that allows the pay of the incoming employee to be set at a higher step so long as the rate does not exceed the pay range of the grade at which the person is being appointed. This incentive is used in recognition of the selectee's special qualifications for the position and is not to be used routinely. Setting the pay at a higher step than normal will impact salary actions for the employee in the future as well as the funds needed to meet the activity's salary requirements. The use of this incentive must be approved prior to the individual's actual entry into the position. Within HQDA, the authority to approve the use of an advanced in-hire rate has been delegated to the Director, Human Resource Management Directorate (HRMD).

2. In order to request this approval, the activity must submit a memorandum identifying the name of the individual selected for the position, rate of pay being requested, position description number, the vacancy announcement number, area of consideration used for recruitment and length of time the announcement was open. In addition, the following items must be enclosed with the memorandum:

- a. A written statement demonstrating the selected candidate's superior qualifications above what would be expected of a well qualified candidate for the position or the special need of the activity that justify the use of this incentive.
- b. A comparison of the selected candidate's qualifications with the qualifications of each of the other available candidates from the referral list if based on superior qualifications.



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c. Documentation regarding the selected candidate's current income or job offer if used as a factor in requesting the advanced-in-hire rate of pay. This may include such things as a current pay statement or written offer of employment from private industry stating the salary offered.

d. A statement from management addressing the reasons for requesting an advanced-in-hire rate instead of or in addition to a recruitment bonus.

3. Former restrictions limiting the use of advanced in-hire rate to certain grade levels and to the percentage that could be paid above the individual's current rate of pay have been eliminated.

4. Each request will be evaluated based on its merits. Requests should be submitted through HRMD, HQDA CPAC, Personnel Services Division (PSD), to the Director, Human Resource Management Directorate. Any questions on this procedure should be addressed to the servicing personnel specialist in PSD.


Sherri Vauls Ward
Director